
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
FAX (317) 232-8779

2010 IAAO 3rd & 4th Quarter Classes

TO: All County & Township Assessors, County Auditors and Vendors

FROM: Carol Johns, Assistant Director of Assessments

SUBJECT: Indiana Chapter of IAAO Courses for 1st and 2nd Quarter 2010

The Department of Local Government Finance (DLGF) in conjunction with the Indiana Chapter of the International Association of Assessing Officers (ICIAAO) will sponsor IAAO courses as a continuing education offer to all assessing officials.

The DLGF will pay the registration fees for two employees from each County or remaining Township to attend these sessions. Eligible registrants are County Assessors and/or Deputies, Elected Township Assessors and/or their Deputies, County Auditors and/or their deputies and appointed members of the PTABOA. In order for the DLGF to pay the registration, registrants must sign both an AM and PM sign in sheet and take the exam at the end of the course. Successful completion of the exam is not a requirement.

Those who have taken the class previously, all vendors, those who do not attend the entire course, or those who do not take the exam will be responsible for payment of the registration fee of \$375.00 payable to the Indiana Chapter IAAO (ICIAAO). Please do not submit your check until you have a confirmed registration to the class.

Anyone who registers for the course and cancels within ten days of the class or who does not attend any part of the course, without specific approval from ICIAAO, will also be responsible for payment of the registration fee. Emergencies will be taken into consideration, and if there is a wait list and if the spot can be filled, no fee will be charged to the person cancelling.

Registration will be on a first come first serve basis and will be held to a maximum of 50 people. A minimum of 25 people must be registered for a class to be held. If we do not have 25 people ten days before the start date of the class, the class will be cancelled and you will be notified by e-mail. No on-site registration will be accepted.

TIMES

Classes will begin promptly at 8:00 AM and end at 5:00 PM (local time at the class site). On Friday, the examination will begin at 8:00 AM and convene at 12:00 PM.

WHAT TO BRING TO CLASS

#2 Pencils, a calculator and paper to keep notes.

OVERNIGHT LODGING

The DLGF will not be responsible for overnight lodging reservations. The registrant shall take total responsibility for his/her own arrangements

PER DIEM

In accordance with the rules promulgated by the DLGF governing the payment of travel expenses associated with approved training sessions, a township assessor (and their deputies), a county assessor (and deputies), a county auditor or a PTABOA member who attends this session is entitled to receive a mileage allowance and the per diem as set by the county in which the official resides, under the travel rules of the county*. A person is entitled to a round trip mileage allowance only for travel between the person's place of work and the training site nearest to the person's place of work. Claims are to be paid, without regard to appropriation, from either the county general or cumulative reassessment fund.

*If a county does not have an approved travel policy, the participant's reimbursement will be governed by the travel rules of the State of Indiana in effect at that time.

REGISTRATION

On-site registrations will NOT be accepted! Please complete a copy of the attached registration form for all individuals who plan to attend each class. All registration forms **MUST BE POSTMARKED** or **FAXED** no later than two weeks prior to the class. Please check the registration form for deadlines for each class. The class will be filled on a first come, first served basis with the fax time stamp or postmark used to determine the class roster. Once a class is filled (50 people maximum), registrants will be placed on a wait list. The position on the wait list will be determined by the time stamp on the fax or the postmark on the envelope.

REGISTRATION FEE

Registration fee for the class is **THREE HUNDRED AND SEVENTY-FIVE DOLLARS (\$375.00)**. Registrants who qualify for DLGF payment **DO NOT** include payment for registration. All others must send payment when they are confirmed in the class. Checks should be made to: Indiana Chapter of IAAO or ICIAAO and mailed to Donna Bratcher at the Department of Local Government Finance.

SPREAD THE WORD

In an effort to provide all members of the assessing community with the opportunity to receive this information, please share the contents of this notification with your entire staff as well as your county PTABOA (Property Tax Assessment Board of Appeals) members and the elected Township Assessors who survived the referendum.

COURSE OFFERINGS:

Course 201 - Appraisal of Land is designed to provide the students with an understanding and working knowledge of the procedures and techniques required to estimate the market value of land. This course concentrates on the skills necessary for estimating land value primarily using the sales comparison approach.

July 12 – 16, 2010

Ft. Benjamin Harrison State Park Inn, Roosevelt Ballroom.

5830 N Post Rd, Indianapolis. <https://garrison.dnr.state.in.us/reservations.html>

Lodging has been arranged holding a block of rooms for \$69.00 per night for King Rooms and \$89.00 for King Suites. Reservations should be made using group code IAAO7 to get the discounted rate by calling 877-563-4371.

Follow 465 North to the 56th Street Exit (Exit 40) and turn right (East) onto 56th Street. Turn left (North) on Post Road and follow the road to the entrance drive to the State Park. Follow the signs to the Inn.

Course 151 – (USPAP) Uniform Standards of Professional Appraisal Practice (National)

Course includes Definitions, Preamble, Ethics Rule, Competency Rule, Departure Rule, Jurisdictional Exception Rule, Supplemental Standards Rule, and Standards 1 through 10. Supplementary materials include The Appraisal Foundation Uniform Standards of Professional Appraisal Practice (USPAP). This workshop includes an exam.

August 31 – Sept 2, 2010

This class will be held at the Indiana County Assessors Association Summer Conference downtown Indianapolis at the Hilton. Anyone taking this class must also be signed up for the assessor conference.

Course 402 – Property Tax Policy offers students' strategies for assisting in the effective formulation and implementation of tax policies and presents background enabling students to understand the context under which property tax policy is established. Students will be given analytical tools with which they can explain the effects of proposed property tax changes. They will be provided with a sound theoretical basis to guide decision-making and to assist in creating workable solutions for their jurisdictions. The course is designed for assessment administrators and students of taxation, as well as professional policy advisors who guide and make decision in the area of tax policy on a regular basis.

Oct 4 – 8, 2010

Greensburg City Hall

314 W Washington St, Greensburg, IN, 812-663-3344

From I-74 Exit onto US-421 toward Greensburg, turn slight right onto N Ireland St/US-421, and turn left onto W Washington St. City Hall is on the left.

Lodging in the Greensburg area:

Fairfield Inn
2317 St Rd 3 Bypass
Greensburg, 47240
812-663-6055

Hampton Inn
2075 N Michigan Ave
Greensburg, 47240
812-663-5000

Holiday Inn Express
915 W Ann Blvd
Greensburg, 47240
812-663-5500

Course 101: - Fundamentals of Real Property Appraisal is a basic appraisal course for assessors. It emphasizes the theory and techniques of the cost and sales comparison approaches to value. Students review terminology, basic appraisal and economic principles, general principles of land valuation, the assessment function, and the mass appraisal process. Although not absolutely necessary for the class, the book Property Assessment Valuation can be used in both the 101 & 102 courses. It can be purchased prior to class for \$25.00. Purchasing instructions are listed below.

Oct 25 – 29, 2010

Ft. Benjamin Harrison State Park Inn, Roosevelt Ballroom.

5830 N Post Rd, Indianapolis. <https://garrison.dnr.state.in.us/reservations.html>

Lodging has been arranged holding a block of rooms for \$69.00 per night for King Rooms and \$89.00 for King Suites. Reservations should be made using group code IAAO10 to get the discounted rate by calling 877-563-4371.

Follow 465 North to the 56th Street Exit (Exit 40) and turn right (East) onto 56th Street. Turn left (North) on Post Road and follow the road to the entrance drive to the State Park. Follow the signs to the Inn.

Course 400: Assessment Administration covers administrative concepts and procedures that can produce greater efficiency in the modern assessor's office. Topics include information systems, reappraisal, setting goals, appeals, public relations, personnel, budgeting, ratio studies, evaluations and data processing. Although not absolutely necessary for the class, the book Assessment Administration can be purchased prior to class for \$40.00. Purchasing instructions are listed below.

Nov 8-12, 2010

IVY TECH, VALPARAISO

Eastport Industrial Centre, 3100 Ivy Tech Drive, Valparaiso, IN 46383
219-464-8514

Take Hwy 49 to Route 2 exit. Go east to the first light. Turn right onto Eastport Industrial Centre Drive. Follow this road around (seems like you are out in the middle of nowhere) Ivy Tech will be on the right.

Course 300: Fundamentals of Mass Appraisal provides an introduction to mass appraisal. Topics covered include single-property appraisal versus mass appraisal, components of a mass appraisal system, data requirements and analysis, introduction to statistics, use of ratio studies and the selection of a mass appraisal system. Although not absolutely necessary for the class, the book Mass Appraisal of Real Property can be purchased prior to class for \$40.00. Purchasing instructions are listed below.

Nov 15 – 19, 2010

Ft. Benjamin Harrison State Park Inn, Roosevelt Ballroom.

5830 N Post Rd, Indianapolis. <https://garrison.dnr.state.in.us/reservations.html>

Lodging has been arranged holding a block of rooms for \$69.00 per night for King Rooms and \$89.00 for King Suites. Reservations should be made using group code IAAO11 to get the discounted rate by calling 877-563-4371.

Follow 465 North to the 56th Street Exit (Exit 40) and turn right (East) onto 56th Street. Turn left (North) on Post Road and follow until the road ends at 59th Street, turn right (East) onto 59th Street. The entrance drive to the golf course, conference center, and lodging is on the North (left-hand) side of the road about one and a half blocks East of Post Road.

Course 102: - Income Approach to Valuation

Course 102 covers the theory and techniques of estimating value by the income, or capitalized earnings, approach. The material includes selection of capitalization rates, analysis of income and expenses to estimate operating income, and capitalization methods and techniques. The course also covers rental units of comparison, as well as real estate finance and investment. Recommended: Course 101, PAV/PAAA. Although not absolutely necessary for the class, the book Property Assessment Valuation can be used in both the 101 & 102 courses. It can be purchased prior to class for \$25.00. Purchasing instructions are listed below.

Nov 29 – Dec 3, 2010

Greensburg City Hall

314 W Washington St, Greensburg, IN, 812-663-3344

From I-74 Exit onto US-421 toward Greensburg, turn slight right onto N Ireland St/US-421, and turn left onto W Washington St. City Hall is on the left.

Lodging in the Greensburg area:

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Greensburg, 47240
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Hampton Inn
2075 N Michigan Ave
Greensburg, 47240
812-663-5000

Holiday Inn Express
915 W Ann Blvd
Greensburg, 47240
812-663-5500

Books

Contact Ginny Whipple at ginny@gnaassessmentprofessionals.com at least three weeks prior to the course to ensure timely delivery. Make your check to ICIAAO and mail it to Ginny at 1803 S CR 550 W, Greensburg, IN 47240

Property Assessment Valuation	\$25.00
Mass Appraisal of Real Property	\$40.00
Assessment Administration	\$40.00

3rd & 4th QUARTER REGISTRATION FORM

Please X the box following the class date for the class you want to attend.

Fax or mail this form to:

Donna Bratcher

Department of Local Government Finance

100 North Senate Avenue, Room N-1058

Indianapolis, IN 46204

Fax: 317/232-8779

Course Name and Number	Location	Date	Register
Course 201 Appraisal of Land Appraisal	Ft. Benjamin Harrison Inn Roosevelt Rm, Indianapolis	July 12 -16	<input type="checkbox"/>
Registration deadline June 28			
Course 151 USPAP	Hilton, Downtown Indianapolis	Aug 31 – Sep 2	<input type="checkbox"/>
Registration deadline July 12			
Course 402 Property Tax Policy	Greensburg City Hall Greensburg	Oct 4 -8	<input type="checkbox"/>
Registration deadline Sep 20			
Course 101 Fundamentals of Real Property Appraisal	Ft. Benjamin Harrison Inn, Roosevelt Rm, Indianapolis	Oct 25 - 29	<input type="checkbox"/>
Registration deadline Oct 11			
Course 400 Assessment Administration	Ivy Tech, Valparaiso	Nov 8 - 12	<input type="checkbox"/>
Registration deadline Oct 22			
Course 300 Fundamentals of Mass Appraisal	Ft. Benjamin Harrison Inn, Roosevelt Rm, Indianapolis	Nov 15 - 19	<input type="checkbox"/>
Registration deadline Nov 1			
Course 102 Income Approach to Valuation	Greensburg City Hall, Greensburg	Nov 29 – Dec 3	<input type="checkbox"/>
Registration deadline Nov 12			

Name: _____

Job Title: _____

Name of Company: _____

Address: _____

City, State, Zip: _____

Phone: (H): _____ (B): _____ (C): _____

E-Mail Address: _____

Registration confirmations will be sent via email only.